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26 February 1958

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #9
Assessment and Evaluation Staff
19-25 February 1958

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I. SIGNIFICANT ITEMS.

1. On 25 February [] Chief, Clerical Training, talked to the administrative personnel of the Staff. Her topic was boss-secretary relationships. This was the second in a series of planned meetings for the administrative staff, the first one being presented by []. These meetings are being held to provide the administrative staff with a better understanding of the work of the professional staff, of the role of the secretary, and of the work of OTR. While future plans are still in the formulation, the success of these first two meetings makes the program seem worthwhile.

II. OTHER ACTIVITIES.

1. [] PPD has recently been requesting information on the test performance of J.O. candidates. In some cases he has wanted this information in order to decide whether candidates tested for NSA are "good enough" to follow up for referral []. We are concerned about some of the implications of such requests. Aside from the problem of our providing a service which would partially duplicate our service to Chief, JOTP, it raises the question whether PPD in effect would be rejecting J.O. applicants on the basis of incomplete information (NSA intellectual tests only) thus depriving Chief, JOTP of an opportunity to review the complete file. On the other hand, it seems reasonable that some kind of feed-back [] and his recruiters for their general guidance in future operations is desirable. [] discussed the problem on 25 February. It was proposed that a meeting of representatives of PPD, JOTP, and A&E be held to explore possibilities and work out a feasible solution.

2. [] Logistics Personnel Officer, has requested that A&E comment on the Logistics Office's rating system for their competitive promotion program. The system is a very complex one,

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with points assigned for Fitness Report evaluations, pre-Agency experience and education, time in grade, Agency training, and other items. We shall probably reply questioning the large weight given to Fitness Report evaluations in view of the demonstrably different standards among raters, pointing out the doubtful relevance of certain provisions (e.g., a Ph.D. in music gets as much credit as any possible amount of Agency-sponsored internal and external training), and suggesting that a simpler procedure using independent judgments of persons familiar with the individual's performance might be better than a mechanical adding-up of points from the personnel file.

25X1 3. [] was interviewed at the request of
JOTP to assist in his placement. All information points toward
25X1 a "DDI-type" assignment rather than an operational one. Place-
ment [] in an editorial capacity, as contemplated by JOTP,
25X1 appears to be a good one for now. The matters of following up
on his progress and the kind of supervision he needs were dis-
cussed []

4. Two JOT applicants were interviewed this week.

25X1 a. []--our initial recommendation based on
Professional Applicant Test Battery (PATB) was "not recom-
mended." This was confirmed by our interview. [] is
25X1 a very immature young man whose motivation for coming into the
Agency now is low. Of five possibilities he is considering,
the Agency was number 5 at the time of interview.

25X1 b. []--our initial recommendation based
on PATB was "above average." This recommendation remains
unchanged after interview. Although he is somewhat voca-
tionally confused at the moment, he has ability and appears
to have good developmental potential.

25X1 5. Last week our item about a new interview technique being
discussed with our staff by [] raised
the question of the applicability of this technique to other Agency
situations than assessment. In its present form, the technique is
useful only for a particular kind of intensive psychological
appraisal. However, it seems to offer possibilities for adaptation
to other uses, including, perhaps, personnel placement people and
field case officers. These possibilities will be discussed with
[] during his future visits.

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25X1 6. We continue to get calls from various components for
information on JOT "rejects." For example, this week four such

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[REDACTED]

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7. [REDACTED] POD/OP, called for detailed information on a new ORR employee whom she is planning to see shortly for a routine "one-month-aboard" interview. The individual in question was "flagged" in our routine EOD review process. [REDACTED] wanted our information in conjunction with her interview and subsequent follow-up.

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8. Chief, Assessment Branch, participated in a conference concerning JOT, [REDACTED] A&E information was presented to Chief, JOTP and Chief, I [REDACTED] It was clear that [REDACTED] was not suitable for the assignment IO [REDACTED] had in mind for him.

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9. [REDACTED] has introduced into the CSR course a panel discussion hour for the purpose of providing variation and stimulation to the lecture series. The first discussion section took place on 24 February and proved to be most effective. Of the 29 students present, 17 participated in the discussion by giving comments and asking questions on the policy and plans subjects which had been discussed during the first day and a half of the course. There were 39 separate responses by the students during the first hour. All the students appeared to be highly interested in the discussion. It is anticipated that this discussion period, introduced earlier in the course, will stimulate the thinking of the students in the course objectives and subject matter. Also, it is anticipated that the students will get to know one another better and participate with greater ease all during the course than if the straight lecture technique were in use. [REDACTED] introduced the discussion periods upon the suggestion [REDACTED] after he had attended the last session of CSR.

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III. PERSONNEL NOTES.

1. [REDACTED] returned to duty after a week of illness.
2. [REDACTED] reported for duty on 25 February. She has been scheduled for the IOC beginning on 3 March.
3. [REDACTED] visited Headquarters 24-25 February, to attend the monthly meeting of the Admin. Staff, and to assist Admin. Assistant, TEB, in processing evaluation material.

[REDACTED]

Acting Chief,
Assessment and Evaluation

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